

## 2005 Nebraska State Homeland Security Grant Program

### Directions for Completing the FY 2005 Homeland Security Grants Application

One application must be completed for each project submitted.

Refer to the FY2005 Citizen Corps Request for Proposal for complete guidance in applying for the Citizen Corps Program grant funds.

1. Name of jurisdiction completing the application.
2. Give the project a descriptive and identifying title.
3. In 500 **characters** or less *briefly describe the project*. Attach to the application a complete project description.
  - a. In the complete description, include details for planning, training and exercise activities, i.e. list training by event and location; list each exercise to be completed etc.
  - b. If this project is a continuation of a project your jurisdiction was awarded from FY2004 grant funds, check Yes and enter the project # from the final budget worksheet sent with the award documents. The Project number would be 04-(county name)-A or B or C etc.
  - c. Citizen Corps Program
    - i. See page 6 of the FY2005 Citizen Corps Request for Proposal for additional application requirements.
4. This amount is the combined total of all budget sheets for this project.
5. Check the funding source for which you are applying.
6. List one Goal that best applies to this project, and one or two objectives under that goal. They are from the 2003 State Homeland Security Strategy. If you do not have a copy, please refer to the one on-line.
7. List all required benchmarks (refer to Required Objectives) and benchmarks that apply to this project.
  - a. EMPG—Refer to benchmarks in the Benchmarks and Performance Report

Planning Budget worksheet  
Equipment Budget worksheet  
Training Budget worksheet  
Exercise Budget worksheet:

- Complete all budget worksheets that apply to this project. All Fields in the worksheets must have a dollar amount, if there is a cost associated with the field.
- The total dollars of the Solution Areas must be broken down and allocated to the appropriate Disciplines that will benefit from the dollars spent. The total for Disciplines must equal the total of the Solution Areas.

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- CCP funds: Use the M & A section on the Planning Budget worksheet if applying for M & A funds.

### Equipment Detailed Budget Sheet:

The ODP Approved Equipment List can be accessed at <http://www.rkb.mipt.org>. Also, refer to the 2005 Nebraska State Homeland Security Grant Program--Unallowable program costs--Personnel Costs, included with this application packet. It lists equipment items that will not be approved for purchase under the Nebraska SHSGP.

- List all equipment by categories and total each category, i.e. all communications together, regardless who will receive the items.
- The total for each equipment category, on the Equipment Detailed Budget worksheet, must be carried over to the Equipment Budget worksheet and placed in the corresponding category-total space. I.e. if the total for Interoperable Communications category is \$75,000, then \$75,000 must be carried over to the Equipment Budget worksheet and placed in the space for Interoperable Communications Equipment.

### EMPG Budget Worksheet

- Use the Planning Budget worksheet for salaries, benefits and other emergency management personnel costs and place under Develop, Coordinate, Implement or Evaluate Programs, Groups, Councils or Teams.

Applications must be submitted electronically, either by e-mail to [lynn.marshall@nema.state.ne.us](mailto:lynn.marshall@nema.state.ne.us) or on a CD mailed to Lynn at Nebraska Emergency Management Agency, 1300 Military Road, Lincoln, NE 68508.

You may call or e-mail the other Grant Management Team members if you have questions on the 2005 Grant process.

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